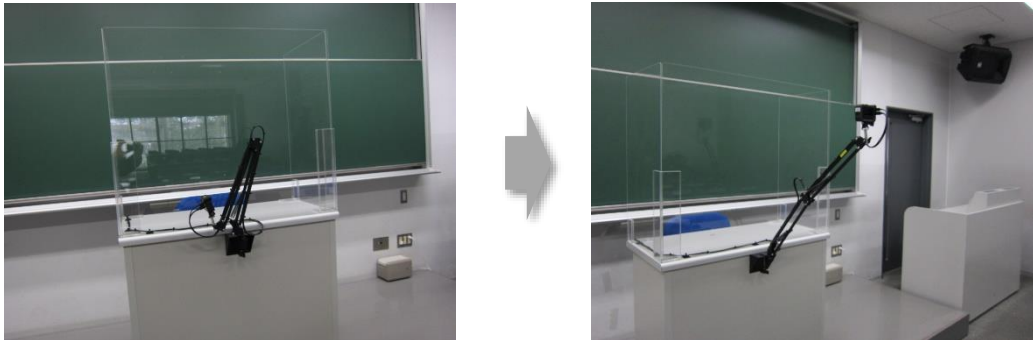


1. **Turn on the system in the Black Box** (the AV box where you can find the microphones and the controls for the projector).

2. **Get the camera ready.**

- (a) Extend the camera arm as shown in the picture below (right). Please adjust the distance between the camera and the teachers' lectern to your liking. If the camera is unstable or tilted, please adjust the camera arm or the screw underneath the camera.

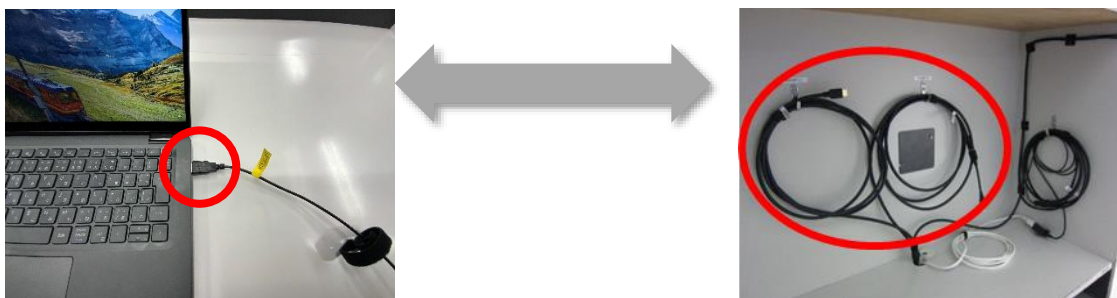


- (b) Turn on the camera by pressing the power switch hard. This is indicated by the white seal in the picture below. When the camera is on, it will beep 3 times and the small monitor on the side of the camera lens will turn on. (If the HDMI cable is connected, the larger monitor of the camera will not show anything.)



3. **Get the PC ready**

- (a) Connect the USB cable and HDMI cable to your laptop. The cables are located under the teacher's lectern. The USB cable is Type A. If your laptop does not have a Type A USB jack or HDMI jack, please prepare a device that converts on your own.



- (b) In the Black Box, select "HDMI" as the input to connect the laptop to the projector.

- (c) Please use the wireless microphone or the wired microphone from the Black Box when talking. As a wireless microphone, you can use either a hand mic or a pin-mic, but it is advisable to use the pin-mic, since the distance between microphone and your mouth remains stable.
- (d) Log into the Hosei network and Zoom (or any other online tool). It is advisable to use a cable LAN instead of a wireless network, since the latter is likely to affect the quality and speed of the video or the picture shown, and you may get cut off from the network during the class.
- (e) Next to the camera icon at the bottom of the Zoom screen (or any other online tool) you will see a down arrow. Please click on this and make sure that you are using 「Extron MediaPort200」 as the camera/mic/speaker system.



4. Start your class using the Hyflex System.

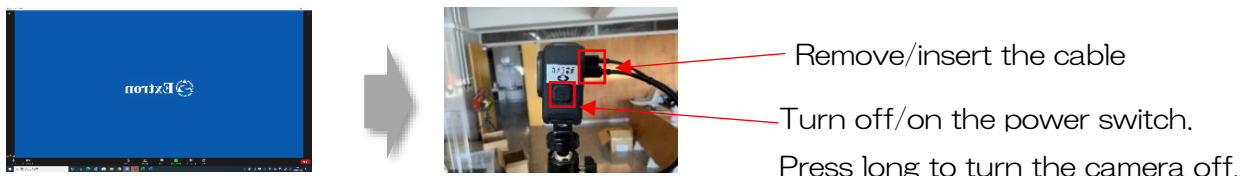
- The students online will hear what the microphone in the classroom picks up.
- The voices of the students online will play from the speakers in the classroom.
- If you wish to adjust the volume of the speakers, please adjust the volume in the Black Box.
- Please make sure at the beginning of the class that the students online can hear you and see what you are showing.
- If you ask a student on-site to speak, please hand the microphone to the student or repeat what he/she said using your mic, since the students online will not hear the on-site student's voice unless the microphone picks it up. (The AL2 room has the facility to catch the students' voices, too)
- You cannot broadcast movies played by the DVD player/BD player in the Black Box.
- If you wish to record the class, please use the recording system in Zoom or any other online tool.

5. End the Hyflex System after the class

- (a) Turn off the power switch in the Black Box.
- (b) Turn off the camera by pressing the power switch on the camera hard and long. (When the power is off, the camera will beep 7 times.)
- (c) Fold up the camera arm.
- (d) Disconnect the cables (USB and HDMI) and replace them under the teachers' lectern.

1) What should I do if the screen shows only the Logo mark of Extron and does not show the picture taken by the camera?

Please check whether the HDMI cable is properly inserted into your PC, try turning off/on the power switch of the camera, and try removing/inserting the cable into the camera.



2) The screen shows only the virtual background.

This system works only to show the blackboard and the teacher, so it does not work when the virtual background is on. Please set the virtual background to "NONE".



3) How can I delete the characters saying 「SD なし」 「バッテリー残量表示」 on the screen?

Try the following:

1. Press the power switch of the camera (Mode Select) to show an eye icon.
2. Press the shutter on the top of the camera.

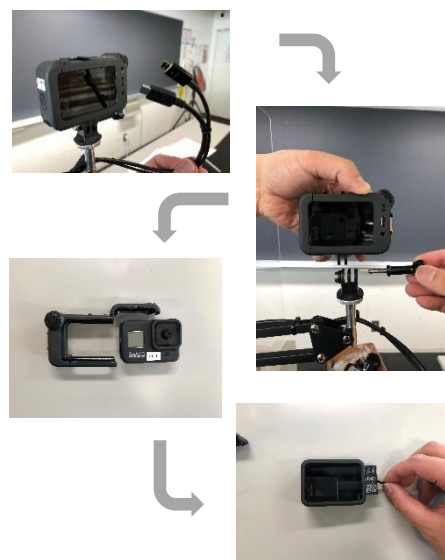
※An explanation is given in the movie you can watch by scanning the QR code on the right. (Around 5 minutes)



4) The camera does not start even if I press the power switch.

Please reboot the camera as follows:

1. Remove the cable from the camera
2. Loosen the screw underneath the camera and remove the camera from the arm.
3. Remove the cover of the camera
4. Pull the string and remove the battery from the camera



【Infection control measures】

Acrylic boards are installed on the teachers' lecterns.

This year (2021), we have installed acrylic boards on the teachers' lecterns as an infection control measure. Some classrooms have boards on one side of the lectern, and some classrooms have boards on three sides, depending on the size or intended use of the classroom.

If these acrylic boards are causing problems in the classroom (for example, if the lights are reflected and it is hard for the students to see the blackboard), please feel free to remove them temporarily. Lift the boards, and you can easily disassemble them. After you finish the class, please place the boards back as they were.

Please use the antiseptic solution provided in the corridors when needed.

【Some pictures showing the acrylic boards on the teacher's lectern】

